



APPLICATION

Rezoning

Town of Wake Forest Planning Department
221 Brooks Street
Wake Forest, NC 27587
(919) 554-6140 Fax: 554-6607

For Planning Department Use Only:

Case Number:	_____
Date Received:	_____
Fee:	_____
Date Fee Paid:	_____
Date of Planning Board Meeting:	_____

Date: _____ Tax PIN Number: _____ Acres: _____

Location: _____

Applicant: _____ Phone Numbers: _____

Address: _____

E-mail: _____

Owner: _____ Phone Numbers: _____

Address: _____

E-mail: _____

Date property acquired: _____ Deed reference: _____

Engineer/Architect: _____ Phone Numbers: _____

Address: _____

E-mail: _____

ZONING REQUEST

a. Existing Zoning: _____ Requested Zoning: _____

If the requested zoning is to a Conditional Use District, explain in detail and attach a plan showing the proposed uses. (Attach additional sheets if more space is required for explanation.)

b. Statement of Justification: *A statement justifying the requested map change based on one or more of the following:*

1. The amendment would correct an error on the official zoning map.
2. The amendment is warranted due to changed or changing conditions in the area.
3. The amendment achieves the purpose of the Land Development Plan and Land Use Management Plan.

PROPERTY INFORMATION

Size (sq.ft. or acres): _____ Street Frontage: _____

LAND USES:

a. Existing land uses on property to be rezoned: _____

b. Existing or proposed land uses on all adjoining properties: (business names; include properties across) streets)

NORTH: _____

SOUTH: _____

WEST: _____

EAST: _____

Legal Description (metes and bounds description): _____

Signature: _____ Date: _____

Sworn to and subscribed before me on this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Adjoining Property Owners
(property within 100' of the site, exclusive of right's of way)

Name	Current Mailing Address (based on current tax records)	Tax Map Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Instructions for Filing a Rezoning Application

- 1) A petitioner for a zoning change must complete this application in full. This application will not be processed unless all information requested is provided.
- 2) The filing fee for each rezoning petition is \$300.00 up to 10 acres + \$1 per notified property owner and \$600.00 over 10 acres + \$1 per notified property owner.
- 3) An accurate survey of the property proposed for rezoning must accompany the application. The survey must be completed by a registered land surveyor or professional engineer, and shall describe the subject property by metes and bounds. In addition, the survey shall include:
 - a) All property lines, with dimensions;
 - b) North arrow to be in the upper 180 degree quadrants;
 - c) Adjoining streets, with rights-of-way and paving widths;
 - d) The location of all existing structures;
 - e) Current and proposed use of all land;
 - f) Zoning classifications of all abutting zoning districts;
 - g) If located in a subdivision recorded in the plat books of Wake County:
 - (1) A copy of that portion of the recorded map that shows the property to be considered for the proposed zoning change, plus sufficient additional area to show the property location in reference to the nearest street intersection,
 - (2) The lot and block number(s) of the property proposed to be changed,
 - (3) The name of the subdivision, map book and page number where the map is recorded,
 - (4) The dimensions and compass bearings of all lines bounding the property proposed to be changed ; and/or, a vicinity map showing the exact location of the property, drawn to a scale of 1"=500'.
- 4) The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners within one hundred feet of the proposed zoning change, with the current mailing address of each. These adjoining property owners will be notified of the proposed zoning change by the planning department.
- 5) The application must be signed by the owner or by an authorized agent of the property to be rezoned; the signature shall be notarized.
- 6) Completed applications must be filed with the Wake Forest Department of Planning located at 221 South Brooks Street, Wake Forest. Planning staff will contact the applicant in reference to the proposed timetable in which the case will be handled. "Fast tracked" cases will need to be submitted by the first Tuesday of the month for consideration in the next months public hearings.
- 7) **Public hearings** will be held on the **first Tuesday** of each month at **7:30** p.m. in the Wake Forest Town Hall located at 401 East Elm Ave., Wake Forest. Public hearings will be conducted by the Town Board of Commissioners and held jointly with the Planning Board.
- 8) The Planning Board meets regularly on the first Tuesday of each month and shall make recommendation to the Town Board on all rezoning requests.
- 9) The **Town Board of Commissioners** meets regularly on the **third Tuesday** of each month at **7:00** p.m. in the Wake Forest Town Hall located at 401 East Elm Ave., Wake Forest. And is the approving authority for all rezoning requests.

For additional information or assistance, call the Department of Planning at (919)554-6140.